

EXAM APPLICANT TO DO LIST

1. Register and pay for NPTE online at <https://pt.fsbpt.net>.
2. Submit to a federal criminal background check by providing your fingerprints to the Kentucky State Police (KSP) **no later than 3 months prior to your anticipated NPTE test date.** You may obtain a fingerprint card from KBPT or KSP. Please see our website for more specific instructions. After March 2019 credentials will not be issued without successfully completing the federal background check.
3. Successfully complete an accredited program.
4. Request Program Director's letter verifying completion of clinical and educational requirements for your degree in physical therapy.
5. Mail a completed application to KBPT with \$200 fee (pay online through our website www.pt.ky.gov or include a money order or cashier's check – NO personal checks.)
6. Take Kentucky's Jurisprudence Examination (JE) online at <http://pt.ky.gov>. Your application and fee must be received before you are eligible to take this exam.
7. Submit a signed Supervisory Agreement for Temporary Permit form, if applicable.
8. The Temporary Permit will be mailed to you when you have completed Steps 1-6 above.
9. Once your exam eligibility has been approved by the KY Board of Physical Therapy, you may download the Authorization to Test Letter (ATT) from <https://pt.fsbpt.net>.
10. Contact Prometric at www.prometric.com/fsbpt to schedule your exam seat.
11. ADA Request – A request for reasonable accommodations in testing due to a documented disability shall be submitted to the KY Board of Physical Therapy on the "Applicant Special Accommodations Request Form" and must be submitted with your application. These forms may be found on our website.
12. Suggestions:
 - Download Candidate Handbook at <https://pt.fsbpt.net>
 - Find an exam test center and directions at www.prometric.com/fsbpt
 - Try a demonstration computer-based exam at <https://pt.fsbpt.net>